

CHAPTER II-ORGANIZATION

A. OFFICE OF THE SECRETARY OF DEFENSE

The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) (**ASD(MRA&L)**) is responsible for providing overall policy guidance and direction for the DoD Food Service Program, as prescribed by DoD Directive 1338.10. The **ASD(MRA&L)** staff office responsible for this function is the Directorate for Supply Management Policy within the Office of the Deputy Assistant Secretary of Defense (Supply, **Maintenance** and Services).

B. DEPARTMENT OF DEFENSE FOOD PLANNING BOARD. The **ASD(MRA&L)** has established the Board to assist in providing guidance and direction to the DoD Food Service Program.

1. *Responsibilities.* The Board is responsible for formulating and recommending subsistence policy covering the following areas:

- a. Specification development and improvement;
- b. Procurement and supply;
- c. **Quality** assurance requirements and inspections;
- d. Subsistence control and reporting systems;
- e. Manpower, personnel resources, qualifications, training, and utilization;
- f. Food preparation and serving systems, and energy utilization.

2. *Functions*

a. Discussing and resolving major problems which cannot be settled at the Service/Defense Logistics Agency (**DLA**) level;

b. Filling policy formulation voids in the DoD Food Service Program;

c. Developing revisions to food service policy and practices;

d. Developing and coordinating Board positions in the areas of nutrition, **research** and development, finance and accounting, sanitation, training, food service management information **system**, and equipment and facilities to ensure a strengthening of the program;

e. Prescribing uniform DoD menu standards;

f. Providing standard DoD recipes;

g. Determining food items to be authorized for use in appropriated funded dining facilities, **exclud-**
ing dining facilities in medical facilities;

h. Prescribing uniform procedures and a Food Cost Index for computing the Basic Daily Food Allowance;

i. Performing such other functions as assigned.

3. *Composition of the Board*

a. The Deputy Assistant Secretary of Defense (Supply, Maintenance and Services) will designate a member of the staff as Chairperson of the Board.

b. Each **Service** will provide one primary and (in their absence) one alternate food service **officer/civilian**, responsible for **its** respective food service policy, to be a member of the Board.

c. The Defense Logistics Agency will provide one member and (in their absence) one alternate, fully qualified in requirements and, procurement of **subsistence**, to be a member of the Board.

d. The Army will provide a **technical** representative who is fully conversant with The DoD Food **Research**, Development, Testing and Engineering Program (**RDT&ENG** Program)

e. Each Service and DLA will make available technical consultants and **advisers** as may be required by the Board in fulfilling its responsibilities.

4. Board *Operating* Procedures

a. *Policy*

(1). The scope of operations of the Board will conform to responsibilities and functions outlined in **paragraph II-B.1. and II-B.2.**, and maybe expanded when other specific assignment are made by the Deputy Assistant **Secretary** of Defense (**Supply, Maintenance and Services**).

(2). Within the framework of assigned responsibilities and functions, Board members **are** considered to have **final** action authority for their respective Services/Agency with respect to matters under the cognizance of the Board. Board members have the option of deferring decisions on any given matter, when in their opinion it is necessary to obtain the position of their respective Services/Agency particularly on actions which require commitment of resources where no prior resource programming or budgeting has been accomplished.

(3). Matters of disagreement among Board members that cannot be resolved within the Board will be presented by the Chairperson to the Deputy

Assistant Secretary of Defense (Supply, Maintenance and Services) for resolution.

(4). Each Service and **DLA** shall have equal voting representation on all matters under the cognizance of the Board. The Chairperson will vote **only** in the event of tie.

b. *Administration*

(1), Board proceedings will be conducted in accordance with parliamentary procedures.

(2). Each Service and DLA will designate an alternate member to attend **meetings** in the absence of the principal member.

(3). The Board will meet on dates and at places specified by the Chairperson. Normally, **regular** meetings will be held no less than quarterly. The Chairperson may call special **meetings** when warranted. The presence of the Chairperson and four Board members, or their designated representatives, is necessary for a quorum.

(4). The Board will convene **on call** of the Chairperson.

(5). The Services and DLA are responsible for the necessary programming, budgeting, funding and other appropriate support required to discharge their responsibilities in connection with Board functions,

c. *Responsibilities*

(1), The Chairperson will establish criteria and procedures for the **functioning** of the Board.

(2). The Chairperson will prepare a proposed agenda to be circulated to Board members at least 10 working days prior to the date of the next scheduled meeting. Board members will review the proposed agenda and submit recommendations to the Chairperson for **additions/deletion/revisions** or concurrence, simultaneously furnishing a copy to the other Board members.

(3). The Chairperson will prepare a draft of the minutes for each scheduled meeting to be circulated to Board members within 15 days of the meeting for **review**. Board members will review the "draft copy and within 10 working days of receipt submit recommendations to the Chairperson for additions/deletions/revisions or concurrence, simultaneously furnishing a copy to the other Board members. The official minutes will be submitted to the Board at the next scheduled meeting for final action.

(4). The Board is responsible for **establishing**, staffing and **supervising** standing committees to carry out the operational responsibilities and functions assigned to the Board. These **standing Committees** will include, but are not limited to

(a) Armed Forces. **Recipe Service Committee**;

(b) Armed Forces Product Evaluation committee;

(c) Armed Forces Menu Service Committee.

(5) The **Chairperson** will designate a Board member to be responsible for each committee program established. The Board will approve, as a meeting **agenda** item, the actions taken by its committees. The committee **Chairpersons** will ensure that copies of the minutes of committee meetings are distributed to Board members for review prior to the Board meeting.

(6) The DoD Food Planning Board will maintain a liaison with the DoD Food Service Facility and Equipment Planning Board (**FSF&EPB**) and the Joint Formulation Board (**JFB**). The Chairpersons, **FSF&EPB** and JFB will be **invited to** the meetings of the Board and will be provided a copy of the minutes of each meeting.

d. *Relationship.* The Chairperson and Board members should communicate directly with each other and with other persons (technologists, technicians, specialists, etc.) that are working on **projects** under the jurisdiction of the Board.

e. *Correspondence*

(1). The Chairperson will use Office of the **ASD(MRA&L)** letterhead when corresponding directly with Board members.

(2). Board members will use the letterhead stationery of their respective organizations when corresponding directly with the Chairperson at: DoD Food Planning Board, Directorate for Supply Management Policy, **OASD(MRA&L)**, Room 3B724, Pentagon, Washington, D.C. 20301.

f. *Project Assignments.*

(1) The Chairperson may assign specific Board projects to designated members for necessary action.

(2) The Board member accepting a project assignment will be responsible for **all** administrative support required to complete the project. The term "administrative support" as used herein includes

budgeting, funding (less funding for travel for members, technologists, specialists, technicians, etc., of other Services or Agency), fiscal control, manpower utilization, facilities, supplies, and other administrative services.

(3) The appropriate Board member will submit the results of completed projects to the Chairperson, Food Planning Board. Completed projects will be presented to the Board for final action.

C. ARMED FORCES **RECIPE** SERVICE COMMITTEE (AFRSC)

1. *Responsibilities*

a. The Board is responsible for developing and maintaining recipes and for determining the food items to be used in the Armed Forces Recipe Service.

b. The Navy member of the Board is responsible for the Armed Forces Recipe Service Program.

c. The committee is under the cognizance of the Board and is specifically responsible for developing, publishing, and maintaining the Armed Forces Recipe Service.

2. *Functions*

a. The review, selection, test/standardization, and publication of recipes recommended for inclusion in the recipe service;

b. The test and revision of recipes recommended for improvement;

c. The selection, test/standardization and publication of recipes for use of newly authorized and new test program subsistence items;

d. The review, analysis, and simplification of food preparation methods, and, as required, revision of recipes to reflect this work simplification;

e. The review, analysis, and revision of recipes, as required, to assure high quality standard products at reasonable costs;

f. The determination of portion size consistent with good nutrition, acceptability, product/ingredient changes, and cost constraints;

g. The deletion of obsolete, unacceptable, or seldom-used recipes from the Armed Forces Recipe Service;

h. The selection of Armed Forces Recipe Service recipes to be illustrated with colored photographs, and the procurement of these photographs;

i. The revision of recipe format, as required, to facilitate recipe utilization.

3. *Interservice Support.* The Services are responsible for:

a. Recommending new and improved recipes. Such recipes will be informally screened by the recommending service prior to submission;

b. Providing technical assistance for the development of recipe requirements for the Armed Forces Recipe Service and for the accomplishment of joint service recipe review, analysis, and improvement projects;

c. Soliciting recipe suggestions, as appropriate, from operating food service personnel and the food and food service industries;

d. Field testing standardized recipes as required and requested by the AFRSC prior to recipe publication. These tests are designed to validate product acceptability, adequacy of portion size, and utility;

e. Coordinating the above functions within their respective Military Services and with the AFRSC;

f. Funding and distributing the Armed Forces Recipe Service for its respective service.

4. *The ARMY* is responsible for laboratory testing to standardize recipes to assure 100 portion yield, acceptability, adequacy of portion size, and utility.

5. *Composition of the Committee*

a. The Navy member of the Board will designate a Chairperson of the committee and an alternate to act in the absence of the Chairperson.

b. Each Service will designate a technical representative to (a) serve as a committee member and (b) act as the primary point of contact within his respective Service in carrying out programmed recipe maintenance actions. Additionally, the Department of the Army will provide a representative normally from NARADCOM to provide technical support to the Committee.

6. *Committee Operating Procedures*

a. The committee Chairperson will, in coordination with the committee members, develop a biennial recipe maintenance program. Each recipe category will be scheduled for review biennially. A program plan for a complete revision to the Armed Forces Recipe Service in lieu of a biennial change Supplement may be developed at an appropriate time as directed by the committee members. Photographic requirements and proposed format changes, if any, will be incorporated into the biennial program plan.

b. The Navy member of the Board will be responsible for advising the Board of committee actions, accomplishments and reports on the status of actions scheduled in the biennial Program Management Plan.

c. Meetings will be held as required to develop the Program Management Plan and to accomplish actions scheduled by the Plan at times and locations established by the Chairperson. The following functions will be performed during the meetings.

(1) Review **all** recommendations for new/improved recipes or for deletion of specific recipes. Recipes reviewed during the meetings will have been previously screened by the submitting member.

(2) Review and analyze recommendations for simplifying food preparation methods, for minimizing food production cost, for supporting requirements, **and** for improving recipe format.

(3) Determine recipe maintenance and testing actions which will be reflected in each published change to the Recipe Service.

(4) Determine finished product standards and establish uniform test and evaluation methods for standardizing recipes.

The Chairperson may call special meetings when required; however, the meetings **will** be kept to a minimum."

d. The Chairperson is responsible for:

(1) Scheduling meetings of the committee and preparing meeting agenda for committee approval;

(2) Preparing and signing official minutes of each meeting for AFRSC and ensuring timely completion of programmed actions;

(3) Preparing draft manuscript of tested recipes, forwarding the draft **to** the committee members for their review, coordinating resolution of Service **comments**, incorporating necessary changes into the manuscript, and submitting the completed document to the DoD Food Planning Board for final review/approval;

(4) Forwarding recipes to The Navy Publications and Printing Service Office for joint service publication after obtaining **Board** approval;

(5) Maintaining **The Armed Forces Recipe Service Committee files**;

(6) Preparing correspondence, as required, to (1) accomplish committee functions, (2) provide Board reports, and (3) maintain liaison with food industry representatives and Government agencies.

D. ARMED FORCES PRODUCT EVALUATION COMMITTEE (AFPEC)

1. *Responsibilities*

a. The Board is responsible for (a) determining the food items to be used in the Armed Forces food programs, and (b) initiating **requests** for development of new food items, packaging, and changes to existing items.

b. The Army member of the Board is responsible for the Food Product and Food Packaging Evaluation Program.

c. The committee is under the cognizance of the Board, and is specifically responsible for food product and packaging evaluation.

2. *Functions*

a. Evaluating unsolicited food **items** offered for use in the military feeding program;

b. Evaluating new items generated through research and development in processing, packaging, or preservation;

c. Evaluating the existing items for possible improvement in product or packaging;

d. Establishing a need for a new or technically improved food item or packaging and initiating the request for development thereof;

e. Coordinating on specification changes, item substitutions and assisting in resolving specification and procurement problems;

f. Coordinating on appropriate value engineering "proposals and beneficial suggestions;

g. Coordinating on the introduction of new or improved food items and packaging changes into the military feeding program. The procedures are outlined in DLA Regulation 4235.3, "Introduction of New or Improved Subsistence Items into the Military Supply System.";

h. Reviewing on a continuing basis, the items included in the Federal Supply Catalog, C8900-SL, for the purpose of deleting and/or adding items, as appropriate.

3. *Composition of the Committee*

a. The Army member of the Board will designate a Chairperson of the committee and an alternate to act in the absence of the Chairperson.

b. Service representation is not limited to but will include a representative(s) or alternate from each of the following and other representatives as may be necessary from time to time:

- (1) U.S. Army **Troop** Support Agency;
- (2) U.S. Navy Food Service Systems Office;
- (3) U.S. Air Force Service Office, **Air** Force Engineering and Service Center;
- (4) U.S. Marine Corps Headquarters (Code LFS4);
- (5) Office of the Surgeon General, Department of the Army (for nutrition, wholesomeness and veterinary services matters);
- (6) NARADCOM.

c. DLA representation will include the Defense Personnel Support Center (DPSC) and other representation as necessary from time to time.

4. *Committee Operating Procedures*

a. Committee **proceedings** will be conducted in accordance with modified parliamentary procedure.

b. The committee will meet on regularly **scheduled** dates and at places as established by the Chairperson. Normally, regular meetings will be held bimonthly.

c. Decisions of the committee will be determined by a vote of the principal representatives to include one each from the Services and DLA.

d. The Chairperson shall be responsible for the following:

- (1) Designating the member(s) responsible for preparing presentations of agenda items, and for the implementation of decisions of the committee.

- (2) Preparing and signing the official minutes of each meeting for approval of the committee.

- (3) Preparing the agenda for each scheduled meeting. A copy of the proposed agenda will be circulated to committee members at **least** 12 days prior to the date of the scheduled meeting. Normally, the agenda will be **mailed no** later than the 20th day of the month preceding the meeting. Committee members will **review** the proposed agenda and submit **recommendations** for additions/deletions/revisions to the proposed agenda.

- (4) **Preparing** correspondence to implement committee decisions on unsolicited food items. All such correspondence will be signed by the committee Chairperson with copies of such correspondence will be provided each committee member.

- (5) Monitoring the execution of policies relative to the submission of unsolicited samples to the committee.

- (6) Preparing of data covering unsolicited items for presentation **to** the committee.

- (7) Maintaining, publishing, and distributing the pamphlet, "How New Food Products from Industry are Authorized for Use by the U.S. Armed Force."

- (8) Maintaining official committee **files**.

- (9) Forwarding recommendations for advanced development of new food items to the DoD Food RDT & Eng Program via the Joint Formulation Board for presentation and program funding.

e. Military **Service** representatives are responsible for:

- (1) Contributing **to** the agenda for **committee** meetings;

- (2) Identifying a need for a new or improved food item, of improved packaging, and initiating appropriate requests for the development **thereof**;

- (3) Acting as an official representative of the committee as a contact for industry.

f. The Army, normally through NARADCOM, is responsible for:

- (1) Presenting new or improved items or packaging changes **generated** through research and development;

- (2) Providing technical data, as required, on **all** agenda items;

- (3) **Furnishing** information and data on problems related to specification development.

g. DLA, normally through **DPSC**, is responsible for:

- (1) Contributing agenda items;

- (2) Presenting data on problems related to procurement and standardization of new or existing items as **well** as technical data, such as availability and cost, for agenda **items**, as appropriate.

h. The following **policy** will be followed in the evaluation of unsolicited items:

- (1) No more than three product samples **per** company will be evaluated per meeting;

- (2) Previously evaluated product samples will not be reevaluated by the committee within a period of 12 months unless there has been a significant change either in the product or in the requirement for the product;

(3) Sufficient technical data will be included in the formal letter of submission by the vendor to enable the committee to properly evaluate the product. As a minimum, these data must include a description of the product, preparation instructions, information on acceptability, stability, cost and availability;

(4) The proceedings of all committee meetings will be closed to vendors or other industry representatives.

i. Requests for specification changes, evaluation of value engineering proposals, and resolution of procurement problems shall be submitted to the committee in accordance with the following procedures:

(1) Requests for specification actions and for resolution of procurement problems must be provided to each committee member at least three working days before the committee meeting date at which the requests are to be considered. Requests for evaluation of value engineering proposals must be submitted in writing at least 5 days before the meeting. All requests for committee action must include a clear definition of the problem or proposed action and adequate data from which the member can make a valid decision.

(2) Further data and additional time to make its decision, may be requested by the committee.

(3) Exceptions to these procedure may be approved by the committee Chairperson prior to the beginning of the committee meeting.

j. Matters which cannot be resolved with the committee or which require a decision at a high level will be referred to the Chairperson of the Board.

k. The Chairperson, AFPEC (or the Army member of the Board) is, responsible for keeping the Board advised of significant committee actions and accomplishments. Such advice normally will be presented in the form of a status report during the regularly scheduled Board meetings.

E. ARMED FORCES MENU SERVICE COMMITTEE (AFMSC)

1. Responsibilities

a. The Board is responsible for developing a standard menu service to support varying operating conditions and requirements.

b. The Army member of the Board is responsible for the Armed Forces Menu Service program.

c. The AFMSC is under the cognizance of the Board and is responsible for developing and publishing a standard menu service which will support varying operating conditions and requirements. The completed menus and tasks will be reported to the Board for appropriate action or implementation.

2. Functions

a. Developing and maintaining a cyclic menu which can be used by all Services in land warfare feeding including exercises;

b. Developing and maintaining menus which can be used by all Services in land warfare feeding;

c. Developing and maintaining menus for feeding in other environments and under special conditions;

d. Developing a menu which meets patron acceptability and preference;

e. Incorporating food preference and frequency of serving data collected by surveys conducted under the DoD Food Research, Development, Testing & Engineering Program into the preparation of menus;

f. Evaluating and implementing improved menu planning methods, such as automated menu planning and determining criteria/constraints to be used;

g. Performing other tasks as may be assigned by the Board.

3. Composition of the Committee

a. The Army member of the Board will designate an Army representative as Chairperson of the committee and an alternate to act in the absence of the Chairperson.

b. Each Service will provide a technical representative and an alternate who will act as a primary point of contact within his respective Service and will be responsible for accomplishing programmed actions.

c. DLA will designate a representative and alternate who will be responsible for providing the committee with data regarding availability, seasonability, procurement, and supply of subsistence items selected to be included in the various menus.

d. The ARMY will provide a technical representative who will provide technical assistance to the committee in the area of troop preferences, frequency of serving items, and automated menu planning.

e. In addition to the regular members of the committee, each Service and DLA, will provide such

other personnel as may be needed to assist their representatives in carrying out assigned tasks.

4. Committee Operating Procedures

a. The committee will meet on such **dates** and at such locations as established by the Chairperson in coordination with appropriate committee members.

b. The Chairperson, in coordination with the committee members, will establish task groups and/or assign specific tasks to individual members for the purpose of accomplishing the mission of the committee.

c. The committee will determine the criteria for and format of each cyclic menu and the selection and scheduling of menu items.

d. The army **will** be responsible for the administrative functions pertinent to menu manuscript development and publication.

5. Funding and Distribution of Menus. Each Service will fund for and direct the distribution of pertinent menus and menu standards to its respective service.